



Western Line School District Registration Procedures for 2020-2021 Through Active Parent

Parents are encouraged to call for an appointment to meet with staff at the school if they need assistance registering students.

Returning Students:

Parents must provide the **Residency Waiver Form** stating the residency address has not changed since enrolling for the previous school year and have or create an Active Parent account. The **Residency Waiver Form** can be printed from the District website, or picked up from any of the school offices (from a box outside the office or through the outside window – where available). Once this form is completed you can turn the form into the office to gain the Activate Code.

After gaining the activate code, you may register your child(ren) online from any location.

If you need assistance, you can make an appointment with office staff during the Registration Window (July 14 – July 24, 2020) to come to the school if you believe you will need assistance registering the students for school.

or

If you come to the school without an appointment and parents are already in the office, you may be asked to sign in. Parents, without an appointment will be seen on a first come basis. Once you sign in, you can wait in the parking lot or choose to have the office call for an appointment.

The list will be outside the school office, you must put your name on the form, time you signed up, and a phone number on the form to be reached. Parents can wait in the car in the parking lot or follow directions from office staff.

- All parents/guardians will remain in their car until time to enter the building to meet with staff.
- **ONLY the parent/guardian and one other individual will be allowed in the building. NO MORE THAN TWO PEOPLE.** The student or students are not required to be present.
- Please come with a mask on, (if you do not have one, one will be provided). Hand sanitizer will also be available in the entrance to the office or lobby.
- Parents are encouraged to register students prior to July 24, 2020. Registration will not be available August 3 – 5, 2020. Parents can begin to make appointments beginning August 6th if they were unable to complete registration prior to the end of July. Students who pre-registered for classes, may not be able to get in all the classes they chose during pre-registration.